



PROPERTY MANAGEMENT AGREEMENT

RESIDENTIAL PROPERTY

LANDLORD 1

NAME:			
ADDRESS:			
PHONE 1:		ABN:	
PHONE 2:		EMAIL:	

LANDLORD 2

NAME:			
ADDRESS:			
PHONE 1:		ABN:	
PHONE 2:		EMAIL:	

PROPERTY MANAGER (The Manager)

NAME:		Southern Cross Housing	
ADDRESS:		69 Kinghorne Street, Nowra NSW 2541	
PHONE:	1300 757 885	EMAIL:	leaseholds@scch.org.au
ABN:	50 307 328 813		

PROPERTY

ADDRESS:			
COUNCIL AREA:		STRATA PLAN:	
STRATA MANAGER:			
ADDRESS:			
PHONE 2:		EMAIL:	

Special or other matters relating to the property:

APPOINTMENT OF PROPERTY MANAGER

<input type="checkbox"/> To Let the Property		<input type="checkbox"/> To Manage the Property and in each case as sole Manager	
The Property is available for letting from:		DATE:	
Term of Agreement: The Landlord appoints the Manager for the initial term of:			
<input type="checkbox"/> 12 Months		<input type="checkbox"/> 24 Months	
<input type="checkbox"/> 36 Months			

Upon expiry, the agreement rolls over and continues for the same fixed period after each term or the first to occur:

- Upon the sale and settlement of the Property by the Landlord; or
- The Manager gives notice (without cause) that it declines to continue to act as Manager.
- Additional terms (if any)

Initials: Landlord _____ Manager _____

PROFESSIONAL FEES PAYABLE

Property Management Fee	9% of rent paid to landlord plus GST
Letting Fee (all fees are GST exclusive)	Disbursement Fees
Nil	Nil
Inspections start / end	Landlord Insurance Claims
Nil	Nil
Monthly Admin Fee	Tribunal Hearing
Nil	Nil
Routine Inspections	Legal Debt Recovery for Landlord
Nil	Nil
Lease Renewal	Furniture Inventories (if applicable)
Nil	Nil
End of Financial Year Statements	Rent Review
Nil	Nil
Smoke Alarm Compliance Annual Service	Arranging repairs & maintenance
Nil	Nil
Other Charges:	

Bank Charges	No	Yes	Phone Costs	No	Yes
Cheque Fees	No	Yes	Postage	No	Yes
Other Costs	As Detailed				

OUTGOINGS: The Landlord is responsible to pay all outgoings including, but not limited to;

- Council Rates, Water & Sewerage Rates, Land Tax, Emergency Services Levy, Strata / Community Levies, Gardening, Insurances.

WATER USAGE: The Landlord will provide the Manager with a copy of the water rates notice within 2 months of date of issue allowing sufficient time to forward to the tenant. The tenant must be provided a copy of the water bill setting out the water usage charges. The Manager must seek reimbursement from the tenant within 3 months of getting the bill, otherwise the tenant does not have to pay. If 'the manager' does not receive the water rates notice within 2 months of issue, water usage **will not** be reimbursed.

INSURANCE: Southern Cross Housing **will not** take on management of properties unless evidence of current Building and Public Liability Insurance is provided upon signing of this agreement. Landlord Insurance covering Tenant Damage / Rent Default is recommended but not essential.

Building / Public Liability Insurance Provider: _____

Policy No: _____ Renewal Date: _____

Has the Landlord taken out Landlord Insurance to cover tenant damage or rent default? _____

Initials: Landlord _____ Manager _____

LANDLORD PAYMENT DETAILS

Money to be paid to the Landlord
 Southern Cross Housing will only pay via Direct Deposit to Bank Account.

Landlord 1: Account Name: _____
 Bank: _____ BSB: _____ Account No: _____

Landlord 2: Account Name: _____
 Bank: _____ BSB: _____ Account No: _____

Southern Cross Housing will pay the landlord on the 1st of every month. Equal monthly payments are calculated (weekly \$ rent x 52 / 12). Calculations for payments at the start / end of tenancy are based on a daily amount (weekly rent x 52 / 365 days).

Money to be paid to the Landlord Monthly Other _____
 Southern Cross Housing will only pay via Direct Deposit to Bank Account.

Landlord 1: Account Name: _____
 Bank: _____ BSB: _____ Account No: _____

Landlord 1: Account Name: _____
 Bank: _____ BSB: _____ Account No: _____

Southern Cross Housing will pay the landlord on the 1st of every month. Equal monthly payments are calculated (weekly \$ rent x 52 / 12). Calculations for payments at the start / end of tenancy are based on a daily amount (weekly rent x 52 / 365 days).

AUTHORITY OF THE MANAGER

Authority to instruct repairs and maintenance
 For the purpose of effecting repairs and/or maintenance for the Landlord, the Manager is authorised to instruct expenditure of up to the amount set out below (the "Discretionary Expenditure Limit") on any individual and separate works required without seeking prior approval from the Landlord. In all cases during business hours, Southern Cross Housing will attempt to seek approval from the Landlord, however the Manager can in any event (and in its absolute discretion) instruct all necessary repairs which arise after-hours (not between 9am – 5pm Monday to Friday) and/or in an emergency which in each case may exceed the Discretionary Expenditure Limit without seeking any prior approval and it is accepted this expenditure may be for more than one (1) item of repair and be on different occasions and on each exercise of this authority may in each case exceed the limit so authorised.

Discretionary Expenditure Limit \$1,000
 Authority to draw and disburse fees and charges. The Manager is entitled to draw and disburse fees and charges from any moneys payable to the Landlord (from whatever source) and is required to account for all moneys disbursed.

Initials: Landlord _____ Manager _____

LANDLORD TO SUPPLY KEYS, CODES, REMOTES

<input type="checkbox"/> House Keys (2 sets) If only one set supplied the Manager will arrange an additional set and charge the cost.
<input type="checkbox"/> Remote Controls (<i>Please provide details</i>)
<input type="checkbox"/> Other

APPRAISAL OF WEEKLY RENTAL RANGE

See general annexure – (Southern Cross Housing) Residential Tenancy Agreement

LANDLORD’S POLICY ON PETS

<input type="checkbox"/> Not Allowed	<input type="checkbox"/> Allowed	<input type="checkbox"/> Conditional Approval
Conditions / Exceptions _____		

PROPERTY DESCRIPTION & DETAILS

General Details of Property (To be fully detailed on the inspection sheet and Residential Tenancy Agreement)	
Total Rooms No. _____	Bedroom No. _____
Garage / Carport _____	Bathroom No. _____
Hot Water –Type _____	Cooling Type _____
Heating Type _____	Other Features _____
Special Conditions. No Smoking/No _____	

Initials: Landlord _____ Manager _____

NOMINATED CONTRACTORS

In case of urgent repairs and maintenance the Landlord may nominate their preferred contractor.
Electrician: _____ Contact: _____
Plumber: _____ Contact: _____
Other: _____

Initials: Landlord _____ Manager _____

APPOINTMENT AND DUTIES OF THE MANAGER

The Landlord appoints the Manager as the sole agent to let and/or manage the Property and the Manager accepts the appointment subject to payment of the fees and costs specified herein. Unless otherwise limited by this Agreement, the Manager is appointed and authorised to act in all respects in relation to the Property on behalf of the Landlord to do all things necessary to let the Property, collect rents, execute tenancy agreements and ancillary documents for and on behalf of the Landlord, instruct repairs and works to maintain the Property, and to prosecute and defend breaches of any tenancy agreements.

If this Agreement covers management of the Property, the Manager will inspect the Property at appropriate times prior to, during and/or at the end of any tenancy and will keep the Landlord notified of the condition of the Property from time to time in the discretion of the Manager. The Manager will also report any notices received or matters it is aware of under the *Residential Tenancies Act 2010* and *Residential Tenancies Regulation 2010* (as amended from time to time).

SCH will deduct the management fee payable on a monthly basis at time of payment of rent in accordance with the Residential Tenancy Agreement.

Increase in fees and charges. The Manager may increase its fees and charges only at time of renewing this management agreement and by notice delivered to the Landlord in writing providing 1 month notice of any increases.

The Manager will auto deduct on a monthly basis any expenses incurred by the Manager in relation to the property such as repairs and maintenance, pest control, and any other necessary expenses.

Inspection Disclaimer: The Landlord is aware that the Manager conducts only visual inspections and that the Manager is not qualified to do more than a cursory visual inspection of the Property and is not a builder, engineer or expert. It is recommended that the Landlord obtain or instruct a written building report on a regular basis and seek advice as to when this is necessary and appropriate. No claims will be brought in relation to the condition of the Property which may not be detected and reported.

Initials: Landlord _____ Manager _____

Signed:

Landlord: _____

Date: _____

Landlord: _____

Date: _____

Manager: _____

Date: _____